

# Office Memorandum • UNITED STATES GOVERNMENT

STAT

TO

FROM

DATE: 5 March 1952

SUBJECT: Suggested Information for Inclusion <sup>In</sup> Progress Reports

1. It is suggested that the following items would prove valuable in the compiling of future progress reports:

## I MAIL SECTION

- A. Number of items received in the Mail Section through the following means of transmission
  - (1) U. S. Post Office mail deliveries, including Registered, Insured and Special Deliveries.
  - (2) Western Union telegrams, RCA radio-grams, etc.
  - (3) Messenger or courier mail from other government agencies located in the Washington area or Post Office Boxes. Over ninety-five percent of material in this category is received in this Agency through pickups made by our own courier force.
- B. Number of items necessitating opening.
- C. Number of items requiring recording.
- D. Number of requests regarding recorded material.
- E. Number of items dispatched through U. S. Post Office pickup service, or by deposit in branch post offices through official courier deliveries, including Registered and Insured mail
- F. Number of Penalty Indicia envelopes or labels used.
- G. Postage expenditures, both individual stamps and postage meter tapes.

II COURIER UNIT

A. Number of trips performed by CIA couriers  
as follows:

(1) Internal service

(a) Periodic *Report*

(b) Special

(2) External

(a) Other agencies in Washington area

(b) Service requiring travel outside  
Washington area. *Amis?*

B. Number of receipts (Classified mail receipt) ✓

C. Number of requests: ✓

(1) For special service

(2) For tracing of receipts

